

WHETSTONE PARISH COUNCIL RISK ASSESSMENT

<u>NATURE OF RISK</u>	<u>CONTROLS</u>	<u>RISK LEVEL</u>
FINANCIAL		
- petty cash fraud	Receipts managed by office staff via book and banked by Finance and Administrative Officer Invoices received, stamped, and signed.	Low Risk
- petty cash theft	Post office used – low amounts of cash taken.	Low Risk
- expenses fraud by staff	Receipts required for purchases. Limited to senior staff. Chairman/ Vice - Chairman of Council cross checks payments before meetings when payments are made. Limits via standing orders £250.	Low Risk
- purchasing/contracts/services fraud	Adoption of standing orders. Decisions taken by full council. Multiple signatures on paper trail for audit purposes.	Low Risk
- mismanagement/misrepresentation of accounts	Use of approved accounting practice under Accounts & Audit Regulations 2015 and internal and external audits.	Low Risk
- loss of financial and other data	Weekly back-up of all computer data which is kept off site by members of office staff. Loss of data restricted to one week.	Low Risk
- booking of Room fraud	Booking forms. Cross referencing of receipts to monies banked. Monitoring by Clerk.	Low Risk

<p>STAFF</p> <ul style="list-style-type: none"> - Grounds staff & litter picker - accident/injury - slips, trips & falls - traffic & environment - sharp & contaminated objects - site & depot & premises work - Office staff - abuse and/or assault by - Illness of Clerk - Finance and Administrative Officer - Lone working of all staff 	<p>Annual Health & Safety Audit system approved over multi-year contract with Worknest. Assessments of premises and working methods are carried out.</p> <p>Accident book. Report and investigation procedures.</p> <p>Working areas monitored monthly to ensure workplaces are safe. Remedial action taken when necessary.</p> <p>Protective clothing. Reflective jacket. Safety boots.</p> <p>Litter picker/gloves/sharps bin/Tetanus & Hepatitis B vaccinations</p> <p>Machinery regularly maintained. Employees fully trained in safe use of equipment, machines and working methods within the parish. Restricted to normal household products.</p> <p>Minimum of 2 employees in the office whenever practical. When one member of staff the outer door of the building is locked.</p> <p>Use of LRALC and NALC to source available Clerking capacity. Use of Rialtis software support to assist in software support issues to assist in the Finance and Administrative Officer loss. Staff are cross skilled to cover most eventualities. In the absence of the Clerk, assistance from the LRALC and NALC would be requested to source available Clerking capacity.</p> <p>All staff at Whetstone Parish Council experience some lone working and all work practices employ a common-sense approach. Staff, where practicable to ensure other working staff members are aware of their work location and that a mobile phone is carried for emergency contact.</p>	<p>Medium risk due to the work carried out by Grounds staff.</p> <p>Low Risk as training given to use equipment correctly. Low Risk – training given.</p> <p>Medium Risk</p> <p>Medium Risk</p> <p>Low Risk</p> <p>Low Risk</p> <p>Medium Risk</p>
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<p>ROOM HIRE</p> <ul style="list-style-type: none"> - damage by hirers - fire, flood, storm, etc. - public safety, accident/injury 	<p>Terms and conditions of hire. Usually, refundable deposits required.</p> <p>Building maintenance, fire drills and testing of fire bell, regular servicing of fire extinguishers, fire action notices displayed. Buildings insurance. Flood awareness contact numbers available.</p> <p>Public Liability Insurance. Fire alarm. Emergency lighting. Evacuation signing and procedures. Premises and public areas regularly checked for tripping, slipping, and falling hazards.</p>	<p>Medium Risk</p> <p>Low Risk</p> <p>Low Risk</p>
<p>CEMETERY</p> <ul style="list-style-type: none"> - trips and falls - headstones falling - tree/branch falling 	<p>Public Liability Insurance. No grave surrounds. Kerbing limited to pathway.</p> <p>Visual inspections – ad hoc. Unstable headstones will be made safe immediately.</p> <p>Regular tree maintenance.</p>	<p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p>
<p>PLAY EQUIPMENT</p> <ul style="list-style-type: none"> - safety of equipment - vandalism & damage to equipment - play area & public open spaces safety - accident/injury 	<p>Weekly safety inspections of equipment and surfaces completed by Council staff.</p> <p>Damaged equipment made inoperable whilst waiting for repairs whenever practicable. Warnings attached to damaged equipment.</p> <p>Regular litter picking, removal of sharp objects, cans, bottles, etc. Litter bins provided.</p> <p>Public Liability Insurance. Internal accident/incident investigations.</p>	<p>Medium Risk (Childrens actions unpredictable particularly when unsupervised)</p> <p>Medium Risk</p> <p>Medium Risk</p> <p>Low Risk</p>

<p>OPEN SPACES</p> <ul style="list-style-type: none"> - general safety 	<p>Regular litter picking, removal of sharp objects, cans, bottles etc. Regular checks on fencing, hedges, and lifesaving equipment (where provided)</p>	<p>Medium Risk (where water courses exist) Low Risk otherwise.</p>
<p>WAR MEMORIAL</p>	<p>No special risks. Yearly inspection. Public Liability Insurance.</p>	<p>Low Risk</p>
<p>IT / DATA (ASSERTION 10)</p> <p>Social Media</p> <ul style="list-style-type: none"> - Damage to Council’s reputation - Speaking to media - Public posts on social media (X platform only) <p>Newsletters</p> <ul style="list-style-type: none"> - Publishing incorrect information - Fraudulent activity <p>Disaster Recovery and Planning</p> <ul style="list-style-type: none"> - Computer system failure and loss of data - Destruction of equipment , records through fire, flood or similar <p>Information Technology</p> <ul style="list-style-type: none"> - Systems fail to meet operational needs - Loss / corruption of data - Breach of data protection law - Malware / spyware / ransomware <p>IT/ Telecoms subscriptions</p> <ul style="list-style-type: none"> - Software not renewed - Applications not available - Telecoms / broadband not available - Ensuring subscription accounts / passwords are held securely. 	<p>New requirement for AGAR</p> <ul style="list-style-type: none"> - Engagement through office / seek advice - Engagement only through Clerk / RFO - Engagement only through Clerk / RFO <ul style="list-style-type: none"> - Ensure information published is always correct, and errors are corrected and published - Report to Clerk immediately for appropriate action <ul style="list-style-type: none"> - Review insurance cover - Check back ups are up to date and review insurance cover <ul style="list-style-type: none"> - Appraise system needs - Appraise system security and protect data - Appraise and ensure Disaster recovery procedure is in place - Use multi-Factor authentication where possible <ul style="list-style-type: none"> - Review and use auto renewals where practical - Review alternative products if necessary - Review maintenance contracts and contact numbers - Review policy to ensure safety 	<p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p> <p>Low Risk</p>

<p>ANY OTHER RISKS</p> <ul style="list-style-type: none">- trees, plants, and shrubs, hanging baskets, public seats, notice boards, litter, and dog litter bins	<ul style="list-style-type: none">- Public Liability Insurance in place- Manage, repair, maintain, replace as needed from reports by councillors, staff and public.	<p>Low Risk</p>
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